9. Manage projects.

- Project Management from a People Perspective
    - o Working Across Departments – 2 hours
    - o Building and Leading a Team – 2 hours
    - o Managing Project Stakeholders – 2 hours
    - o Communicating Effectively – 2 hours
    - o Key Documentation – 2 hours
    - o Balancing Multiple Projects – 2 hours

- Project Management Professional Certification 2009
    - o Project Management Framework and Initiating the Project – 2 hours
    - o Project Planning Processes – 1 hour
    - o Project Execution and Quality Management – 2 hours
    - o Project Monitoring and Control – 1 hour
    - o Project Closing – 1 hour
    - o Professional Responsibility – 1 hour
    - o Practice Exams – 2 hours

- Project 2007 (Computer Software)
    - o Getting Started with Project 2007 – 2 hours
    - o Building a Project – 2 hours
    - o Setting Up Resources and Establishing Costs – 2 hours
    - o Viewing Projects – 2 hours
    - o Resolving Scheduling and Resource Conflicts – 3 hours
    - o Tracking the Progress of Projects – 3 hours
    - o Creating Reports and Calculating Earned Values – 1 hour
    - o Consolidating Projects – 1 hour

- Project Management
    - o Project Management Overview – 2 hours
    - o Understanding the Project Manager's Role – 2 hours
    - o Defining the Problem – 1 hour
    - o Determining the Strategy – 2 hours
    - o Developing the Work Breakdown Structure – 2 hours
    - o Estimating and Scheduling Resources – 2 hours
    - o Understanding Scheduling Computations – 3 hours
    - o Tracking Project Activities – 1 hour
    - o Closing Out the Project – 1 hour
    - o Formalizing Project Management Standards – 2 hours
    - o Developing Project Teams – 2 hours
    - o Ensuring Your Own Effectiveness – 2 hours